



CITY OF HOUSTON

Job Posting

Im

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

SYSTEMS ACCOUNTANT III

Posting Number

PN# 103301

Department

Department of Public Works & Engineering

Division

Resource Management Division

Section

Materials Management Branch

Reporting Location

319 St. Emanuel

Workdays & Hours

M - F, 8:00 a.m. – 5:00 p.m.*

**Subject to change*

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Serves as project liaison and technical management support to various departmental personnel; and supervises, coordinates various assignments. Provides technical and management support. Manages, coordinates, evaluates and monitors personnel. Prepares and reviews project management reports and other special reports. Coordinates projects and administrative activities. Monitors and maintains quality control and security for projects and systems. Handles system inquiries from users. Monitors work plans.

WORKING CONDITIONS

This position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Accounting, Business Administration, Management Information Systems or closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Seven (7) years of accounting experience, at least three of which must be related to supervising the development of financial systems, are required.

MINIMUM LICENSE REQUIREMENTS

A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

PREFERENCES

None

SELECTION/SKILLS TESTS REQUIRED None

However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION ☒ **Yes** ☐ **No**

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 27
\$1,678 - \$2,337 Biweekly \$43,628 - \$60,762 Annually

OPENING DATE **March 2, 2005**

CLOSING DATE **March 8, 2005**

APPLICATION PROCEDURES

Original applications and resumes only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1ST Floor. Successful candidates will be notified of their application status. Telephone Device for the Deaf telephone number is (713) 837-9496. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer